Documentation Checklist

For use by **Training Officer and Recruit Applicant**

FIRST DAY OF THE PROGRAM

The following documents are required to be completed by the recruit and will be collected on the first day of the Recruit Firefighter Program.

- ☐ PAGE 1 – Recruit Personal Information Form

- ☐ PAGE 2 – Recruit Medical Information Form

- ☐ PAGE 3 – Allergies

- ☐ PAGE 4 – Emergency Contact Information

- ☐ PAGE 5 – Medical Demographic Cards

- ☐ PAGE 6 – Authorization for Release of Performance Information Form

- ☐ PAGE 6 – Authorization for Release of Contact Information Form
  (Self-Pays Only)

- ☐ PAGE 7 – Emergency Medical Training

- ☐ PAGE 8 – Fire Academy and Fire Department Mission Statements

- ☐ Copy of CPAT (Candidate Physical Ability Test) Certification

- ☐ Copy of EMS training Certification/License (EMR/EMT/EMT/P)

- ☐ Copy of CPR/AED Certification

- ☐ **Copy of Fit Testing Information**

  If the Fire Department has completed Qualitative Fit Testing, then a copy of the Fit Testing report should be submitted by the Recruit on the first day.

  ☐ **Requests Recruit to be Fit Tested by CFA staff**

Copy this checklist for each recruit and complete required documentation and procure equipment prior to start of class. Copies of documentation maybe found by going to the CFA website (www.ct.gov/cfpc) / Training & Education / Recruit Application Package

Recruit Equipment & Supply Checklist

For use by __Training Officer and Recruit Applicant__

Provided by Fire Department and required by the Recruit:

The following equipment is to be provided by the sponsoring fire department and brought by the recruit on the first day of the Recruit Firefighter Program.

Personal Protective Equipment:

Structural Firefighting Protective Clothing:

Structural Firefighting Protective Clothing must be NFPA-1971 Compliant.
SFFPC must be compliant to NFPA 1851 prior to conducting Live Fire Training.
Used PPE is recommended; Outer Shell, Vapor and Thermal Barriers must not be compromised.

☐ **Turnout Coat**   ☐ **Helmet**

☐ **Turnout Pants**   ☐ **Hood**

☐ **Turnout Boots**   ☐ **Gloves** (2 Pair)

The recruit should be advised to contact a Fire Department representative immediately when PPE is damaged or missing.

☐ **Self-Contained Breathing Apparatus with cylinder**

☐ **2 Spare SCBA Air Cylinders**

SCBA must be ANSI and NFPA Compliant SCBA. Air Cylinders must have current hydrostatic testing.

All SCBA and SCBA Cylinders should be clearly marked with Fire Departments Name.

Department Note: The CFA recommends the purchase of cylinder protective sleeves to reduce wear on SCBA equipment. One company we know of is: 3-dpolymers, 13026 South Normandie Avenue, Gardena, California 90249   Tel: 310-324-7694   Web: http://www.3-dpolymers.com/protective-sleeves/

☐ **Spare SCBA PASS Device Batteries**

The Fire Department is responsible for the providing batteries and in the maintenance of the SCBA units used by the Recruit during the Recruit Firefighter Program.

Personal Safety Equipment:

☐ **Safety Glasses**

☐ **Work Gloves**

☐ **22'- 1" Tubular Webbing** (NFPA 1983 Compliant)

Academics:

☐ **6 Pencils**   ☐ **2 Black Pens**   ☐ **2 Highlighters**

☐ **3 Holed Punched Lined Paper**   ☐ **3" White Binder**   (Recommended)

Recommended Materials:

☐ **Duct Tape** (Used to cover Toes of Bunker Boots and Knee Pad Area of Bunker Pants and prevent wear and/or damage during Practical Skills Training)

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Recruit Equipment & Supply Checklist
(Continued)

For use by **Recruit Applicant**

Personal Items **provided by the Recruit**:

The following items are to be brought by the recruit on the first day of the Recruit Program.

Physical Fitness Clothing:

☐ **Gray Gym Shorts**

☐ **Running/Exercise Shoes**

☐ **Personal Bath Towel**

☐ **Personal Bathing Suit** (Boxer Type and One-Piece Suits ONLY)

☐ **Long Sock**s (Socks capable of covering calves above the opening of the bunker boots)

☐ **Knee Pads** (optional)

☐ **Gray Sweat Pants** (optional)

☐ **Gray CFA Sweat Shirt** (optional)

Personal Items:

☐ **Personal Hygiene Items**
   Example of items required:
   Toothbrush w/toothpaste
   Saving Kit: Electric Razor or Safety Razor w/shaving cream
   Soap in a **Plastic Soap Dish**
   Shampoo
   Q-Tips
   Chap stick
   Deodorant
   Comb or brush
   Female Hygiene items (if required)

☐ **Bedding for Single Mattress Bed** (Fitted Sheet and Top Sheet - *NO SLEEPING BAGS*)

☐ **Blanket**

☐ **Pillow Case**

☐ **Pillow** (optional)

☐ **Personal Bath Towel and Facecloth** (optional)

☐ **Padlock for Gear Locker**

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Recruit Firefighter Program
Page 3 of 4 | Recruit Application – Section 2 CHECKLIST | 01/11/2016

First Day of Class – Reporting Procedure

Start Time: 08:00, *Students should plan on arriving early*

Reporting In: Students report to the Cafeteria for Sign in.
If you enter from the rear parking lot, follow the sidewalk to a glass door in a breezeway between the two major structures. Take a left up the ramp, Cafeteria is on the Left.

Student Parking: Students Vehicles will be parked behind the Administration Building in the designated area, furthest from the building to allow more space for daily traffic parking.

Traffic Cones with signage will be displayed for First Day arrivals to assist with directions for parking.

Required Documents: Prepare Recruit Application – Section 2 documents for collection on day 1:

☐ PAGE 1 – Recruit Personal Information Form

☐ PAGE 2 – Recruit Medical Information Form

☐ PAGE 3 – Allergies

☐ PAGE 4 – Emergency Contact Information

☐ PAGE 5 – Medical Demographic Cards

☐ PAGE 6 – Authorization for Release of Performance Information Form

☐ PAGE 6 – Authorization for Release of Contact Information Form *(Self-Pays Only)*

☐ PAGE 7 – Emergency Medical Training

☐ PAGE 8 – Fire Academy and Fire Department Mission Statements

☐ Copy of CPAT (Candidate Physical Ability Test) Certification

☐ Copy of EMS training Certification/License (EMR/EMT/EMT/P)

☐ Copy of CPR/AED Certification

☐ Copy of Fit Testing Information (if available)

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Recruit Firefighter Program
Page 4 of 4   Recruit Application – Section 2 CHECKLIST   01/11/2016